



FIXED ROUTE DISPATCHER P.M.

The Des Moines Area Regional Transit Authority (DART), the exciting and rapidly growing public transit provider in the Iowa Capital Region, seeks a **Fixed Route Dispatcher** to join its team. DART is the largest public transit system in Iowa, with over 150 buses serving the Greater Des Moines region.

Essential Duties:

- Prepare daily and weekly work schedules
- Dispatch buses and assign daily runs to operators
- Accurately enter and audit payroll information
- Accurately maintain various logs and reports
- Anticipates and solves issues that may arise through the course of normal daily operations
- Perform all duties within guidelines of company policies and labor agreement, with safety and customer service as top priority

Essential Qualifications:

- High school diploma/GED, with preference given to two or four year college degree
- Advanced and thorough knowledge of the Des Moines regional area
- Valid Iowa drivers' license, with a clean driving record, and the ability to obtain a Class B CDL with passenger/airbrake endorsements
- Working knowledge of Microsoft Word and Excel, and ability to learn Trapeze operating system
- Ability to handle multiple changing priorities
- One to two years of dispatching experience is preferred
- Previous experience working with Automatic Vehicle Location (AVL) systems preferred, or demonstrable experience learning and using specialized software systems

Selected applicant must pass a pre-employment physical and drug screen. DART offers a competitive salary and benefits package. Please send resume, cover letter, and salary requirements to the following address:

Des Moines Area Regional Transit Authority
1100 DART Way - Des Moines, IA 50309
E-mail: dduncan@ridedart.com
Fax: (515) 244-5389
E.O.E.